

NORTH HANOVER TOWNSHIP SCHOOLS  
BURLINGTON COUNTY, NEW JERSEY  
Upper Elementary School  
**BOARD OF EDUCATION AGENDA**  
**October 9, 2018**

1. **CALL TO ORDER:** Flag Salute and Moment of Silence

2. **PRESIDENT'S STATEMENT:**

This meeting has been advertised as a regular business meeting as follows:

- 1) Posting written notice on the official bulletin boards at Discovery School, Atlantis School, Joint Base (MDL), NJ; Upper Elementary School, Secretary of the Board's Office, Superintendent of Schools' Office, Wrightstown, NJ; Principal's Office, Clarence B. Lamb Elementary School, Jacobstown, NJ on January 11, 2018.
- 2) Electronically forwarded written notice to the Burlington County Times on January 11, 2018.
- 3) Filing written notice with the Clerk of North Hanover Township on January 11, 2018.
- 4) Filing written notice with the members and the secretary of this body.
- 5) Mailing written notice to each person who has requested copies of the Regular Meeting Schedule and who has prepaid any charge fixed for such service.

This is in compliance with the requirements of Chapter 231 of the "Open Public Meetings Law" of Public Laws of 1975.

3. **EXECUTIVE SESSION:**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12(b), permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Board finds that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED, by the North Hanover Township Board of Education, in the County of Burlington, State of New Jersey, as follows:

1. The public shall be excluded from discussion of any actions upon the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed is as follows: Legal (Contract issue and negotiations with NHTEA) Personnel (18-19 appointments).
3. The Board will take action following closed executive session.
4. It is anticipated that the closed executive session will last approximately thirty (30) minutes.
5. It is anticipated at this time the above stated subject matter will be made public when the need for confidentiality no longer exists.
6. This Resolution shall become effective immediately.

**4. CONSENT AGENDA APPROVAL – ITEMS –4.1- 4.7**

Motion to approve the following consent agenda items based on the recommendation of the Superintendent:

- 4.1 Approval of the Regular, Executive and Work Session Minutes for September 11, 2018.
- 4.2 Approval of the payment of bills for the 2018-2019 budget totaling \$.
- 4.3 Approval of payroll for September 2018 \$1,265,304.76.
- 4.4 Approval of the transfers to the 2018-2019 budget in the amount of \$ for the month of July 2018 and \$ for the month of August 2018.
- 4.5 To approve the Budget Status Reports for July and August 2018 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2018-2019 budget; further, that sufficient funds are currently available to meet the district’s current financial obligations for the 2018-2019 school year.
- 4.6 For the North Hanover Township Board of Education to adopt the following resolution:  
“RESOLVED, that Pursuant to N.J.A.C. 6A23A-16.10 (A), I, Amy S. Lerner, Board Secretary, certify that to the best of my knowledge and belief, that as of July and August 31, 2018 no budgetary line item account has encumbrances and expenditures (contracted orders) which in total exceed the amount appropriated by the District Board of Education which would be in violation of N.J.A.C. 6A:23A-16.10 (A). Pursuant to N.J.S.A. 18A:17-9 and 18A:17-36; that the district’s financial accounts have been reconciled and are in balance.”  
Through the adoption of this resolution, we, the North Hanover Township Board of Education, pursuant to N.J.A.C. 6A:23A-16.10 (b), certify that as of July and August 31, 2018 and after review of the Secretary’s and Treasurer’s monthly financial reports (appropriation section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16.10 (b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- 4.7 Approval of the Board Secretary and Treasurer reports for the months of July and August 2018.

**5. Public Comment on Agenda Items only.**  
(The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel items.)

6. **PERSONNEL**

Motion to approve the following personnel action(s), based on the recommendation of the Superintendent:

6.1 **Employment 2018-2019 School Year**

Motion to approve the following personnel (emergent hire) for employment for the 2018-2019 school year(\*pending completion of paperwork, criminal history background check and receipt of all Sexual Misconduct/Child Abuse Disclosure Release Form(s):

(All members are appointed with salaries and steps as per the NHTEA Agreement 17-18 salary guide, salaries and/or steps to be adjusted upon settlement of NHTEA Contract):

6.1.1 Nicholas Smith, Custodian, CB Lamb School at a salary of \$27,773.00 (Step 1, 1.0 FTE) effective October 16, 21018, to be prorated for period of employment.

6.2 **Family Medical Leave**

6.2.1 C. S., family medical leave utilizing 20 sick days beginning December 18, 2018 through January 25, 2019; FMLA January 28- February 12, 2019; FMLA/NJFLA February 13-April 18, 2019 with a return to work date of April 19, 2019.

6.2.2 B.G., family medical leave utilizing 15 sick days beginning December 3, 2018 through December 21, 2018; FMLA January 2-13,2019; FMLA/NJFLA January 14- February 24, 2019; NJFLA February 25-28, 2019 with a tentative return to work date of March 1, 2019.

6.3 **Resignation/Retirement**

William Glover, Teacher, effective December 1, 2018 for the purpose of retirement.

6.4 **Extra Pay**

6.4.1 **After School Bus Supervision (REVISED)**

- 6.3.1.1 Talitha Pankins
- 6.3.1.2 Suzanne Stokes
- 6.3.1.3 Kathrin Colen
- 6.3.1.4 Maribeth Smith
- 6.3.1.5 Lisa Smylie
- 6.3.1.6 Amanda Gibbons

To be paid \$12.50/hour for **thirty** minutes per day.

**6.4.2 Revised Salary**

Michelle Moffat, from a salary \$18,438.00 (Step 3) to a salary of \$18,838.00 (Step 3, plus \$400.00 college credits) effective September 1, 2018.

**6.4.3 Stipends for Musical**

6.3.3.1	Musical Director, Jen Klaiss	\$1200.00
6.3.3.2	Art Director, Pat Carper Brown	\$1200.00
6.3.3.3	Drama Director, Luisa Cottone	\$1000.00
6.3.3.4	Choreographer, Kim Redford	\$1000.00
6.3.3.5	Performance Coordinator, JoAnn Patterson	\$ 800.00

**6.4.4 Stipend for UES Yearbook**

Lisa Evans	\$750.00
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**6.4.5 Paraprofessional Stipend**

6.4.5.1 The following staff to be paid the Paraprofessional stipend for the 2018/2019 school year, for a total of \$2,000.00 ea. to be paid in two equal payments on January 31, 2019 and the last pay in June, 2019:

Suzanne Stokes, Melanie Muller, Alexandra Gillen, Elizabeth Durr, Janet Quesada, Kelly Greene, Suzanne DeGood, Lisa Evans, Talithia Pankins, Lisa Smylie, Kathrin Colen, Lindsey Fernandez, Sujatha Iyer, Melanie Sytnik.

6.4.5.2 Heather Evans, to be paid the Paraprofessional stipend for the 2018/2019 school year, effective October 15, 2018 at the annual amount of \$2,000.00 (to be pro-rated and paid as per district policy).

**6.4.6 FIT Parent Night**

The following staff for services for FIT Parent Night, for no more than 2 hours at the rate \$25.00/hour. (as per the NHTEA Agreement, Article XVIII):

Sheila Higgins, Bena Sax

**6.4.7 Teacher In Charge**

The following staff members to serve as the Teacher In Charge for their respective building for the 2018-2019 school year at the rate of \$40 for a full day or \$30 for a half day, as per Article XVIII of the NHTEA Agreement.

<u>School</u>	<u>Teacher</u>	<u>Back-up</u>
UES	Jason Danley	Robin Sandoval
CB Lamb	Karen Hallman	Maureen Kelly
Atlantis	Sarah Humble	Melissa Gaskins
Discovery	Sheila Higgins	Bena Sax

6.4.8 **Unused sick days**

6.4.8.1 Alice Major, to be paid for 113 sick days at the rate of \$35.00/day, as per Article XB2 of the agreement with the NHTEA, for a total of \$3,955.00 following retirement.

6.4.8.2 **WHEREAS**, the North Hanover Township Board of Education (the “Board”) intends to make non-salary compensation on behalf of the staff member who retired from employment, and

**WHEREAS**, the Board will not permit any individual employee to have an option of, receiving the equivalent amounts as compensation;

**WHEREAS**, the Economic Growth and Tax Relief Reconciliation Act of 2001 (“EGTRRA”) amended Section 403(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) to permit employers to make contributions to 403(b) programs for employees who have terminated employment with the District, and

**WHEREAS**, the District wishes to make such contributions as permitted under Sections 403(b)(3) and Section 415(c)(1) of the Code for certain terminated employees,

**NOW, THEREFORE IT IS RESOLVED**, that the Board hereby authorizes and directs that the District institute and implement a policy(s) to make post-termination contributions into VALIC 403(b) contracts established through representatives of VALIC Financial Advisors, Inc. for each eligible individual as defined in the policy(s), provided that such contributions shall not exceed the limits of Section 415(c)(1) of the Code and shall not continue beyond the five (5) year period authorized under Section 403(b)(3) of the Code.

**FURTHER RESOLVED** that the proper employees of the Board be and they are hereby authorized and directed to take any and all actions necessary or desirable to implement the resolutions as set forth herein.

6.4.9 **Room Assignment Change**

Staff to be paid \$50.00 as per the NHTEA Agreement Article VIII, C for room assignment change in August.

Jillian McDonald, Coleen Welling, Joann Case, Christine Rossi (OT), Wendy Sagot, Basheva Greenberg, Sally Corbin, William Glover, Christie Knox

6.5 **Transfer(s)**

6.5.1 Suja Iyer, from Discovery, 1:1 para to UES, MD para, effective October 15, 2018.

6.5.2 Heather Evans, from UES 1:1 educational assistant to Discovery, 1:1 Para, effective October 15, 2018.

**7. FINANCIAL**

Motion to approve the following financial action, based on the recommendation of the Superintendent:

7.1 ESEA Amendment

That the North Hanover Township Board of Education approves the submission of the amendment to the FY19 ESEA application due to carryover funds in the amount of \$22,946 from FY18 ESEA Application as follows:

Title I	\$9,062
Title IIA	\$1,862
Title III*	\$12,022

\*Includes \$9,748 and \$44 of Title III funds from New Hanover and Mansfield, respectively.

**8. INSTRUCTIONAL**

Motion to approve the following instructional action(s), based on the recommendation of the Superintendent:

8.1 Candace Herken, student at Rider University, to observe two days in a minimum of two classrooms at C. B. Lamb School (Christine Rossi, Grade 3 and Karen Hallman, Grade 4) as part of field experience requirements.

8.2 Field Trips 2018/2019 School Year

<u>School</u>	<u>Date</u>	<u>Cost</u>	<u>Grade</u>
UES	10/26/2018	\$6,102.09	6
CB Lamb	12/11/2018	\$ 890.06	4
CB Lamb	12/12/2018	\$ 890.06	4
CB Lamb	6/7/2019	\$ 620.86	2

**9. TRAVEL**

Motion to approve the following travel action(s), based on the recommendation of the Superintendent:

9.1 The following staff for professional development:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
J. Alvarez	Restorative Classroom Management Princeton, NJ	10/11/2018	\$209.00
M. Stecchini	Restorative Classroom Management Princeton, NJ	10/11/2018	\$209.00

L. Gavrish	2018 Gifted Ed. Conference New Brunswick, NJ	11/30/2018	\$200.00
A. Wish	Teaching Reading in Small Groups	online access yearlong	\$199.00
J. Procopio	Reading and Writing Methods	online access yearlong	\$199.00
M. Millerline	Conference on Teaching of Foreign Language New York City	2/7-9/2019	\$590.00
S. Higgins	West Jersey Reading Council Fall Conference Pennsauken, NJ	10/17/2018	\$40.00
B. Sax	West Jersey Reading Council Fall Conference Pennsauken, NJ	10/17/2018	\$40.00
R. Scranton	School Peer Mediation Training, New Brunswick, NJ	10/16/2018	\$16.41
D. Marshall	Trauma Informed Compassionate Classrooms (Webcast- to be shared and utilized by multiple staff)	10/24/2018	\$189.99

**10. BOARD OF EDUCATION COMMITTEE REPORTS**

**11. SUPERINTENDENT'S INFORMATIONAL ITEMS**

11.1 PARCC 2017 Data Presentation by Superintendent.

11.2 Enrollment:

Grade	Students	Sections	Class Size
OOD	3		
3H/3F	53		

4F (SC)	11		
K4	119		
K5	135	7	19.2
1	143	7	20.4
2	132	7	18.8
3	123	6	20.5
4	130	6	21.6
5	136	6	22.6
6	136	7	19.4
Total	1121		

11.3 Non School Use

Discovery: PTO Meetings; 10/12/2018 and 12/14/2018; 12:00 PM-1:30 PM.  
PTO Enchanted Forest Book Fair; 10/25-11/5, 2018.

CB Lamb: PTO Meeting; 9/27/2018; 6:30 PM-8:30 PM.  
PTO Book Fair; 10/15-19/2018.

UES: PTO Holiday Vendor and Craft Show; 11/30/2018; 5PM- 9PM  
Special Education Parent Advisory Group; 10/24/2018, 6:30 PM- 8:00 PM

11.4 Semi-Annual Safety Bus Evacuation Drill

District wide October 10, 2018

11.5 Fire/Emergency Drills September 2018

CB Lamb: 9/25 (emergency); 9/27 (fire)  
Atlantis: 9/24 (emergency); 9/21 (fire)  
Discovery: 9/26 (emergency); 9/20 (fire)  
UES: 9/14 (emergency); 9/26 (fire)

12. **NEW BUSINESS**
13. **PUBLIC SESSION**
14. **MOTION TO ADJOURN**